

## **Enclosure C**

### **Questions & Procedures to Request PIN Mailers**

#### **Who may participate in the PIN mailer request process?**

To participate in the PIN request process via the Electronic Data Exchange (EDE), your school must:

- Have completed and filed an SAIG Enrollment Form that requests specific services for an EDE process (such as receiving electronic automatic ISIRs.) The SAIG Enrollment process can be completed at [www.SFAWebEnroll.ed.gov](http://www.SFAWebEnroll.ed.gov);
- Have an active enrollment status for your Federal School Code, which means you have correctly indicated on your SAIG Enrollment Form the Federal School Code you plan to use to perform the specific EDE processes;
- Ensure your Federal School Code has an active enrollment status for Renewal Applications. Your enrollment status is designated on your school's SAIG Enrollment Form with CPS/WAN Technical Support; and
- Be set up to receive electronic automatic ISIRs or electronic Renewal Applications for the 2001-2002 academic year for the destination point ID (TG#) you use to submit your PIN request.

If your school is not properly enrolled for Renewal Applications, you cannot make a PIN Request and you will receive error messages or rejected batches (or both) when you submit a PIN request. To verify or update your status for electronic automatic ISIRs or Renewal Applications, you can contact CPS/WAN Technical Support at 800/330-5947.

#### **How do I submit a PIN mailer request?**

Once your school's destination point is properly set up to participate, you can submit a PIN request in two ways for the 2002-2003 processing cycle:

1) You can build an ASCII file of Social Security Numbers (SSNs) and name IDs that can be transmitted to the CPS via the SAIG (Student Aid Internet Gateway). This type of PIN request is known as a "Type 2 Request." If you choose this method to submit your PIN request, you must follow the "Type 2 Individual PIN Mailer Request Export and PIN Error Import Record Layout" (see Enclosure H). The CPS cannot process PIN requests submitted in any other file format type. You should use the message class RADD03IN for your PIN Request File when you transmit it to the CPS via the SAIG.

Please note the following:

- EDconnect, the SAIG transmission software, does not check your PIN Request file to ensure correct formatting. We suggest you double-check your file prior to transmission to confirm that it is formatted correctly (see Enclosure F for helpful formatting tips).
- You ***must*** include both the SAIG Transmission Header and Trailer records and the CPS Header and Trailer records within the ASCII file you build.
- Do not use last year's dates, record layouts, or blank lines within your Type 2 file. See Enclosure F for tips on preventing errors in your Type 2 file.
- Enter all alphabetical information in capital letters (ALL CAPS) throughout the file.

2) You can create a customized PIN mailer request file using FAA Access on the Web. Refer to Enclosure D for instructions on logging on to this Web site. Once you are logged on, again refer to the directions in Enclosure D for making your request.

### **What are the key dates I need to remember?**

Schools can begin submitting 2002-2003 PIN mailer requests to the CPS on *October 1, 2001* using one of the options described previously. Students may enter and submit 2002-2003 Renewal FAFSA data to the CPS starting on *January 2, 2002*.

By submitting your PIN request between October 1 and October 26, 2001, you are asking CPS to send PINs to your eligible Renewal FAFSA students instead of paper Renewal FAFSAs.

### **When will my PIN mailer request be processed?**

The CPS will begin processing 2002-2003 PIN requests on October 8, 2001 and will continue to process requests daily through October 26, 2001.

The CPS returns any PIN Error Import Files to your destination point via the SAIG, even for those PINs requested via FAA Access on the Web. The message class for PIN error files is EREP03OP.

If you have no errors in your file, you can assume your requests have been processed. CPS will not send an acknowledgement of your PIN requests.

### **How will I know which students received a PIN mailer and which students received a paper Renewal FAFSA?**

Whether or not your school chooses to make a PIN request for your students, your school will receive a new file called the RAPP PIN/Print Notification file. This file tells you which students received PINs and which students received paper Renewal Applications. The message class is RADD03OP.

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This flat ASCII file can be viewed in a number of ways. See enclosure E for details.

**Who do I contact if I have questions on the PIN Request process?**

Throughout the PIN request process, contact CPS/WAN Technical Support for assistance. The following list of services are supported by calling 800/330-5947:

- Logging in to FAA Access to CPS On-Line
- Making your PIN request once logged in to FAA Access on the Web
- Updates or status checks on EDE productional status
- Downloading the EREP data file from the SAIG
- Questions on the Type 2 layout and error file
- Status checks on PIN requests
- General inquiries on the PIN request process
- Correction and resubmission of rejected PIN requests

You can also send your PIN request process questions to us on SFATECH. SFATECH is an e-mail listserv for technical questions about the Department's SFA systems, software, and mainframe products. For more information about SFATECH, including instructions for subscribing, go to <http://www.ed.gov/offices/OSFAP/sfatech>.